

Steps in Handling a Motion in a Meeting

1. A member rises and addresses the presiding officer to be recognized.
2. The presiding officer recognizes the member as having the floor.
3. The member makes a motion by saying, “I move to...” or, “I move that..”.
4. Another member wishing the motion to be debated says, “Second” (need not be recognized, need not be in agreement with the motion & may be seated.)
5. The chair states the motion by saying, “It is moved and seconded to...” or, “that...” exactly as worded, preferably given in writing to the chair.
6. The chair opens the motion for debate by saying, “Are you ready for the question?” or, “Is there any debate?” The mover has the first right to debate. Debate continues until all who wish to speak have spoken, unless repetitive. The length of time and number of speeches being observed as in the rules.
7. The chair puts the question to the vote by repeating the motion exactly as worded, then saying, “All in favor of the motion say, Aye.” (Pause to listen) “All opposed to the motion say, No.” (Pause to listen.)
8. The chair declares the results of the vote by saying, “The Ayes have it, the motion is adopted. We will” Or, “The No’s have it, the motion is lost. The next item of business is...”